

JOB DESCRIPTION

JOB TITLE: SENIOR ASSISTANT DIRECTOR OF LEGAL

JOB GRADE: JLG/ LO 5

DEPARTMENT: LEGAL REFORM DEPARTMENT

REPORTS TO: DIRECTOR OF LEGAL REFORM

Strategic Objective of the Legal Reform Department:

To keep under review the law applicable in Jamaica with a view to its systematic reform, to meeting the changing needs of the Jamaican society, and to assist in the implementation of law reform proposals in accordance with Government policy.

Job Purpose:

Under the general direction of the Director of Legal Reform, conduct research into and analysis of the existing law of Jamaica for the purpose of making law reform proposals and assisting in their implementation.

Key Outputs:

- Providing technical expertise to the government in the area of law reform

Key responsibility Areas (Functions):

- Research into and analysis of existing law and its historical development with a view to law reform, or for the purpose of advising the Ministry of Justice, or where appropriate, other ministries
- Preparation of research papers setting out the existing law on particular topics, its historical development, the problems arising from the existing law and the options for law reform as a basis for study within the Legal Reform Department or the Government of Jamaica or by committees considering law reform issues.
- Formulating law reform proposal and advising on their implementation

- Advising on law reform proposals made to the government by other persons or organization
- Providing technical support to ad hoc committees examining particular areas of law, i.e. undertaking necessary research and the preparation of working papers and reports
- Participating in local, regional and international meetings and workshops on law reform and other legal issues
- Representing the Department on committees established to consider and report on particular areas of law with recommendations for any necessary law reform
- Assist in the implementation of law reform proposals by
 - The preparation of cabinet submissions
 - The examination and analysis of current law and draft legislation through written memoranda and oral discussions to give effect to proposals for law reform
 - Attendance at Legislation Committee meetings for examination of law reform Bills
 - Preparation of Briefs for the responsible Minister for the presentation to Parliament of law reform Bill
 - Attendance on request in an advisory capacity at debates on law reform bills in both Houses of Parliament
 - Participation in an advisory capacity at Joint Select or other Parliamentary committees considering tables Bills or proposals for legislation
 - Attendance at seminars and workshops concerning law reform proposals and law reform legislation
 - Advising on matters necessary for putting law reform law reform legislation into effect
- Preparation and presentation of papers on law and law reform to various local groups and organizations, for the purpose of disseminating information and/or canvassing views
- Legal research for the purpose of supplying information as to Jamaican law and legal development on specific topics, on request from other Commonwealth jurisdictions or agencies
- Representing Jamaica in regional and international bodies concerned with law reform issues

- Carry out such administrative functions relating to the department as may be assigned from time to time by the Director of Legal Reform

Minimum Required Education and Experience

Qualification as an attorney-at-law with 8 years standing as an attorney and experience, over that period, in a legal capacity either in the Government service or as a private legal practitioner

Education:

- (i) Law Degree from a University recognized by the Council of Legal Education.
- (ii) Legal Education Certificate awarded by the Council of Legal Education

Competencies:

- Ability to undertake legal research and analysis of complex legal issues, the approaches taken in other jurisdictions and to formulate appropriate proposals for reform
- Ability to critically analyse and interpret complex and multidisciplinary information for decision making
- Sound analytical and strategic thinking
- Skill in oral and written presentations
- Proficiency in the use of information technology
- Excellent time management and communication skills
- Ability to work under pressure